INITIAL VISIT CHECKLIST

Purpose and Goal:
Establish initial contact with the user identified for a Renewal Project and educate them about HFPA and the Renewal Process. Confirm and correct the Program for Design as well as develop a Concept of Operations.

1. Official Initiation Letter

a. _____From HFPA Commander, through RMC to Medical Facility Commander

b. _____Brief Intro and History of the project to include funding and FY

c. _____Outline Requirements that will be needed to move forward with the project (1391, Threat Assessment, Historic Preservation {if required}) include samples of direction for accomplishing.

2. Preliminary Phone Call

a. _____Preferably to DCA/Command

b. _____Introduce HFPA and the Project, should be similar to the Intro of the Official Letter

c. _____Request a POC/Project Manager on the Clinical Side and cover responsibility of the FM

d. _____Contact the User POC/ Project Manager

e. _____Introduce POC to HFPA and the Project Manager, Review Official Letter

f. _____Schedule the Initial Visit

g. ____Cover players involved in this site visit for both User and the Renewal Team so they know how many to accommodate and who needs to be invited.

h. ____Forward and review an agenda establishing a duration of the visit

i. ____Establish Contact Information (phone # s, e-mail, etc.) for as many as possible (FM, POC, Commander, DPW, DOIM etc.)

3. Initial Visit

a. ____This could conceivably involve just the Integrator, as it stands now a Master Plan Representative (consultant) should also attend.

b. ____Establish contact and make introductions

c. ____Deliver Project and Renewal Brief

d. ____Review and Confirm PFD from MP

e. ____Participate in a Facility Tour (take photos of deficiencies, failed and failing)

f. ____Visit local DPW, should attend brief.

g. ____Develop Concept of Operations drafts. This will require prior coordination with the user to setup User Group Interviews. This should be limited to the particular project (i.e., ER, Radiology, Social Work etc. and other areas impacted by the project.)

* T&D has developed a very high level questionnaire of all Department Facilities as part of Master Plan

h. _____Scope of Work validation (FM [first], command)